

Endeavour Elementary PTSA Elected Board Member Job Descriptions

VP of Programs

Email: Programs@endeavourptsa.org

Key Responsibilities:

- The VP of Programs will guide each committee chair and ensure timely execution of all activities. All activities must adhere to allocated budgets for which the VP of Programs will be responsible. Ensure budget forecast is pre-approved by board before any purchases are made. As a member of the board, the VP of Programs will attend monthly meetings, participate in decision making and voting on proposals.
- Liaison between program chairs & VP of Comm for pre & post-event JP & Social content distribution
- May help to develop new programs as needed.
- Program Chair welcome email [new for 24-25]
 - Saving files to Endeavour PTSA Sharepoint
 - [Endeavour PTSA Communication Plan Template.xlsx](#) (we will need to update owners in this document as roles shift)
 - [Committee Budget Worksheet Template .xlsx](#) (a general budget estimate needs to be developed and shared with PTSA Board for visibility)
 - [Flyer Guidelines.docx](#)
 - [Printing Guidelines Endeavour PTSA.docx](#)
 - Guidelines for meeting with Endeavour Administration (meetings should include a Board Member or, at a minimum, explicit buy in from Board Representative on the plan).
- Designated signer for any program related contracts (+ President signer)

Commitment:

- 15-20 hours per month
- Attend monthly Board meetings
- Attend General Membership meetings (3x's per year)
- Complete annual training requirement

Program Committees:

- Reflections (Aug-Nov)
- Read Across Endeavour (March/April)
- Golden Acorn (March/April)
- ~~After School Clubs — e.g. Math Club & Math Challenge (Year-Round)~~
- Hallway Display (Year-Round)
- Art Docent (Year-Round)
- Yearbook (Year-Round)
- Birthday Books (Year-Round)
- Grant Writing (Year-Round, as applicable)
- ~~School Garden (Ongoing)~~
- Staff Appreciation (Year-Round)